

15 JAN 1970

Mr. James B. Rhoads
Archivist of the United States
National Archives and Records Service
General Services Administration
Washington, D. C. 20408

Dear Mr. Rhoads:

Reference is made to your letter of December 29, 1969 to Mr. George E. Meloon concerning the assignment and training of mail improvement program resource leaders for the purpose of conducting "Prepare With Care" workshops.

Please be advised that to date, five of our senior administrative officers have attended meetings held by the National Archives and Records Service for the benefit of representatives from all Government agencies with respect to the mail improvement program. These officers, considered to be qualified as resource leaders, have during the past several months conducted a survey to determine if this Agency is, in general, preparing and processing mail in accordance with desired standard practices as developed by the postal service.

In conjunction with the survey, this Agency has been actively engaged with a program designed to (a) indoctrinate those of our personnel responsible for preparation and handling of mail with the precepts of the proposed Post Office Department Process Compatibility Guidelines, and (b) to ensure that our mail is, to the extent possible, compatible with high-speed automated processing.

The vast majority of the mail we forward through postal service facilities originates in the Washington, D. C., area. As 85 percent of this mail is letter size, and 77 percent of all mailings are generated by only four components of the Agency, we do not envision any major problems relative to application of the above noted proposed or finalized guidelines within the Agency.

The Agency is most interested in and responsive to the requirements of the mail improvement program. However, considering our present position it is not

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deemed necessary to assign any additional personnel for outside training as resource leaders. We do look forward to receiving any available packaged training materials so that we may continue with our internal mail improvement training projects.

Sincerely,

Signed: John F. Blake

John F. Blake
Director of Logistics

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